

**MPR 9710.1**  
**REVISION H**

**EFFECTIVE DATE: September 25, 2020**  
**EXPIRATION DATE: September 25, 2025**

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# **MARSHALL PROCEDURAL REQUIREMENTS**

**RS01**

## **TRAVEL PROCESS**

**COMPLIANCE IS MANDATORY**  
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## DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Change/ Revalidation/ Canceled)	Document Revision/ Change	Effective Date	Description
Baseline		5/2/00	
Revision	A	3/10/03	Updated URL in footers. Revision due to changes in Travel System and organizational changes within RS.
Revision	B	9/10/2004	Changes per HQ Rules Review Action. Changed font, changed MPG to MPR.
Revision	C	7/19/2005	Revision per the MSFC Transformation Review. Changed the URL reference in par 1, Definitions. In par P.4., Applicable Documents, replaced FMM with FMR. Added "and receipts" in par. 2.1.10. Modified flow diagrams 2, 3, 6, and 7 to reflect changes recommended by the Process Reengineering Team.
Revision	D	8/24/2007	Revision to reflect changes as a result of process transition to the NASA Shared Services Center (NSSC).
Revision	E	3/13/2008	Revised 2. Applicability statement to reflect transition of MAF from GOCO to GOGO.
Revision	F	9/2/2010	Comprehensive update to reflect process changes resulting from implementation of the FedTraveler system. Paragraph 3 revised. New flow diagrams. Format changes as requested.
Revision	G	2/13/2012	Revision to reflect process changes due to reduced staffing. Changed Purpose statement and made other editorial changes. Added paragraph c. and d. under Applicability. Added 2.5.1, 3.1.4.1, and 3.2.5.1 in accordance with Center Director's letter. Added "invitational" travel in 2.2.1 and 2.5. Replaced "FedTraveler" with "electronic travel system" in narrative and flow diagrams. Updated paragraph numbering in flow diagrams. Moved references to Appendix A.
Change	1	3/10/2015	On 3/10/15, at the request of the OPRD, administrative changes were made in accordance with travel system implemented in 2014 changing "expense reports" to "travel vouchers" and "preparer" to "arranger."
Change	2	3/21/2016	On 3/21/16, at the request of the OPRD, an administrative change was made changing NPR 1441.1 citations to NRRS 1441.1.
Revalidation	G-2	1/27/17	Updated to new template. Changes made to 2.1.4.1 to removed "May 12, 2014", updated Flow chart 2 to deleted "travel Web site" and add 'RS25 Travel Explornet page', updated Flow chart 5 to deleted "Reject travel authorization" and add "Reject and return", and updated Flow chart 9 to replace "Fax PDF receipts to electronic travel system vendor. Print fax cover sheet with barcode." with "Fax or directly download PDF receipts to electronic travel system vendor. Print fax cover sheet to fax documents."
Change	3	3/16/2017	On 3/16/17, at the request of the OPRD, administrative changes made as follows: moved section 1.2.8, to 1.5.8, added the word "constructive" to sections 1.5.5 and 1.2.1, page 9, deleted Nov. 20, 2015 and added Jan.24, 2017, plus updated the link, added sections 2.1.6 and 2.1.7, and added the word "be" to sections D.1.1 and D.1.2.
Change	4	8/8/2019	On 8/8/19, at the request of the OPRD, two administrative changes are being made to the following "Document Revision/Change" numbers in the Document History Log to ensure quality control and improve clarity: (1) changing the "Revalidation" change number recorded 1/27/17 from "G" to G-2; and (2) changing "Change 1" recorded 3/16/2017 from "1" to "3."
Revision	H	9/25/2020	Updated process to include the use of the electronic travel system.

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## PREFACE

### P.1 PURPOSE

This MPR establishes Center-specific responsibilities and requirements from the Federal Travel Regulations and NPD 9710.1 for preparation, recording, and processing of travel authorizations and travel vouchers.

### P.2 APPLICABILITY

- a. This MPR applies to the Center personnel, programs, projects, and activities, including contractors and resident agencies to the extent specified in their respective contracts or agreements. (“Contractors,” for purposes of this paragraph, include contractors, grantees, Cooperative Agreement recipients, Space Act Agreement partners, or other agreement parties.)
- b. This MPR applies to the Michoud Assembly Facility.
- c. This MPR applies the following: all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The terms: “may” or “can” denote discretionary privilege or permission; “should” denotes a good practice and is recommended, but not required; “will” denotes expected outcome; and “are/is” denotes descriptive material.
- d. This MPR applies the following: all document citations are assumed to be the latest version unless otherwise noted.

### P.3 AUTHORITY

- a. NPD 9710.1, Delegation of Authority-To Authorize or Approve Temporary Duty Travel on Official Business and Related Matters

### P.4 APPLICABLE DOCUMENTS AND FORMS

- a. NID 9700.2, NASA Interim Directive for Travel
- b. NRRS 1441.1, NASA Records Retention Schedules
- c. NASA Shared Services Center (NSSC) Service Delivery Guides, <https://www.nssc.nasa.gov/abs>
- d. NASA Form 1850, NASA Pre-Travel Request for Authorization and Travel Voucher Worksheet

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## P.5 MEASUREMENT/VERIFICATION

NONE

## P.6 CANCELLATION

MPR 9710.1G-4, Travel Process, dated January 27, 2017.

STEVEN  
MILEY

Digitally signed by  
STEVEN MILEY  
Date: 2020.09.25  
16:11:40 -05'00'

Steven C. Miley for  
Jody Singer  
Director

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## CHAPTER 1. RESPONSIBILITIES

1.1 The traveler or traveler's office shall (Appendix E Chart 1):

1.1.1 Determine the type of travel.

1.1.2 Determine if travel funds are available.

1.1.3 Obtain the funding code from the organization requesting the travel.

1.1.4 Forward a completed travel request (NASA Form NF1850) and any other required documents for foreign, extended, invitational, or sponsored travel to the MSFC Financial Travel Office (MSFC-TravelOffice@mail.nasa.gov) for preparation of the travel authorization (see 1.5). If the travel is for a NASA reportable conference, the NASA Conference Tracking System (NCTS) number is to be used, in accordance with NID 9700.2.

1.1.5 Collect, maintain and submit to the MSFC Financial Travel Office ([MSFC-TravelOffice@mail.nasa.gov](mailto:MSFC-TravelOffice@mail.nasa.gov)) any travel receipts needed to support the travel voucher or for audit purposes.

1.1.6 In the event of an audit, the traveler shall be responsible for producing any travel receipts needed to support the travel voucher (reference Federal Travel Regulation (FTR) 301-11.25).

1.2 The MSFC Travel Office arranger shall (Appendix E Chart 2 and 3):

1.2.1 Provide the traveler instructions for submitting required foreign, invitational and sponsored documentation. Ensure all required documentation is complete before the travel authorization is created and routed for approval.

1.2.1.1 For sponsored (reimbursable, in-kind) travel, additional documentation and MSFC Legal Office approval are required. The MSFC Travel Office will provide the traveler a checklist with instructions for submitting the required documentation.

1.2.1.2 For foreign travel, an official passport, country clearance and potential visa are required before travel can be approved along with a medical pre-screening.

1.2.1.3 Invitational travelers will provide information to the Travel Office for creation of an SAP (Systems Applications and Products in Data Processing software) vendor record (for reimbursement) before the travel authorization can be created.

1.2.2 Prepare the travel authorization including the online booking of airfare, hotel, and rental car arrangements using the Agency-selected electronic travel system to determine the estimated trip cost.

1.2.3 Submit the travel authorization electronically for all required approvals.

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1.2.4 Obtain appropriate concurrences/signatures/approvals. If foreign travel, notify Export Control and Counterintelligence.

1.2.5 Prepare the travel voucher, electronically attach required receipts, and verify that expense information is documented correctly.

1.2.6 Contact the traveler to submit the travel voucher electronically for approval.

1.3 The funds certifier (resource analyst) shall (Appendix E Chart 4):

1.3.1 Receive the travel authorization via the electronic travel system.

1.3.2 Verify that funding information on the travel authorization is correct and funds are available for the travel.

1.3.3 Certify funds availability.

1.3.4 Receive the travel voucher from the traveler via the electronic travel system.

1.3.5 Verify that funding information on the travel voucher is correct and funds are available for the reimbursement.

1.4 The traveler's supervisor or designee shall (Appendix E Chart 5):

1.4.1 Approve travel authorizations via the electronic travel system only when necessary to meet mission requirements in an effective and economical manner, consistent with good management practices.

1.4.2 Approve any requests for annual leave while the traveler is on official travel.

1.4.3 Review travel voucher prepared for the traveler via the electronic travel system.

1.4.3.1 Review attached supporting documentation, such as receipts for the travel voucher.

1.4.4 Approve travel voucher via the electronic travel system and initiate electronic routing to the NSSC for payment.

1.5 The MSFC Financial Travel Office shall (Appendix E Chart 6):

1.5.1 Perform the management approval function for both travel authorizations and travel voucher of MSFC Direct Reports in accordance with the Center Director's letter "Delegation of Authority for Travel Approvals," dated June 15, 2020. (Appendix F.3)

1.5.2 Receive electronic travel authorizations and review for complete and accurate travel information.



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1.5.3 Approve electronically, the travel authorizations to data link accounting information to the accounting system.

1.5.4 Return unapproved travel authorizations to the traveler. Reasons for refusing approval would include incomplete information and lack of funds availability.

1.5.5 Maintain all MSFC account access and approver mapping for the electronic travel system.

1.5.6 Ensure that the accounting entries accurately update the accounting system (SAP).

1.5.7 Prepare negative amended travel voucher for any overpayments realized or reported by the NSSC.

1.6 According to NSSDG-9700-0001, the NSSC is tasked with:

1.6.1 Processing all travel reimbursements.

1.6.2 Returning any unapproved travel voucher to the traveler.

1.6.3 Processing PCS (Permanent Change of Station) and First Duty Station travel.

1.6.3.1 PCS and First Duty Station travel are manual processes and are not part of the electronic travel system.

1.6.4 Processing extended TDY authorizations and vouchers.

1.6.4.1 Counseling travelers concerning extended TDY.

1.7 The MSFC collection agent shall:

1.7.1 Receive any check or cash payments from the traveler and issue a receipt.

1.7.2 Receive a check from the United States Treasury if funds are collected via payroll deduction.

1.7.3 Forward collections to the NSSC for deposit.

1.7.4 Forward all collections and required backup to the NSSC for posting into SAP.

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## CHAPTER 2. PROCEDURES

### 2.1 Travel Authorization (Appendix E Charts 1-6)

2.1.1 Traveler or traveler's office identifies the need for travel and obtains a funding code. Submits travel request with any required documents to MSFC-Travel Office@[mail.nasa.gov](mailto:mail.nasa.gov).

2.1.2 Travel Office arranger prepares the travel authorization via the electronic travel system.

2.1.3 Funds certifier receives the travel authorization via the electronic travel system and verifies fund availability and correct financial classification.

2.1.4 Traveler's supervisor receives the travel authorization from the funds certifier via the electronic travel system and reviews the travel authorization along with any leave requests associated with the travel.

2.1.4.1 For travel of MSFC Direct Reports, the travel authorization is routed to the MSFC Financial Travel Office for approval in accordance with the Center's Director letter "Delegation of Authority for Travel Approvals," dated June 15, 2020; reference 1.5.1.

2.1.5 MSFC Financial Travel Office receives the approved travel authorization from the traveler's supervisor via the electronic travel system and completes processing of the travel authorization.

2.1.6 Funds are obligated in SAP (Appendix E, Chart 6).

2.1.7 AdTRAV (NASA's Travel Management Coordinator) issues airline ticket and sends itinerary with e-ticket to traveler. (Appendix E, Chart 6)

### 2.2 Travel Voucher (Appendix E Charts 7-12)

2.2.1 Traveler submits a travel voucher worksheet (NASA Form NF 1850) with required travel receipts to the Travel Office arranger, upon completion of the travel.

2.2.2 Travel Office arranger completes a travel voucher in the electronic travel system and places on hold in the system pending the traveler's review.

2.2.3 Traveler reviews and submits the travel voucher for approval via the electronic travel system.

2.2.4 Funds certifier receives the travel voucher via the electronic travel system and verifies financial data and fund availability.

2.2.5 Traveler's supervisor receives the travel voucher routed via the electronic travel system and reviews for approval.

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2.2.5.1 For travel of MSFC Direct Reports, the travel voucher is routed to the MSFC Financial Travel Office for approval in accordance with the Center Director's letter "Delegation of Authority for Travel Approvals," dated June 15, 2020; reference 1.5.1. (Appendix F.3)

2.2.6 Traveler's supervisor routes the approved travel vouchers via the electronic travel system to the NSSC for processing of the travel payment.

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## Appendix A (Reserved for Definitions)

NONE

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## Appendix B (Reserved for Acronyms)

NONE

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## Appendix C (Reserved for Verification Matrix)

NONE

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## Appendix D Records

D.1 Employee travel vouchers and receipts (e.g., lodging, rental car, airfare, or any other expense of \$75 or greater for expenses) are the records resulting from this process. They will be retained for 6 years after final payment or cancellation, and then destroyed/deleted per NRRS 1441.1, Schedule 9/19/A, [Agency Filing Scheme (AFS) #9630].

D.1.1 Travel vouchers are to be maintained in the electronic travel system.

D.1.2 Receipts are to be maintained by the traveler or traveler's office.

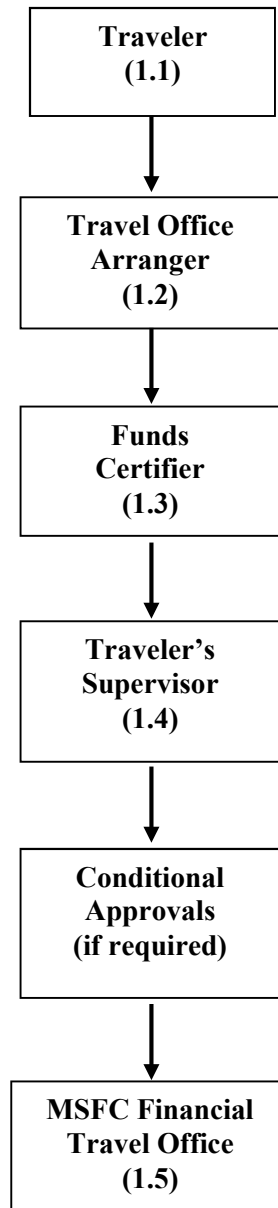
*NOTE: The responsibility for producing the receipts in the event of an audit still lies with the traveler regardless of who actually maintains them (reference: 1.1.4.1).*

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## Appendix E Flowcharts

### Chart 1 Travel Authorization Process

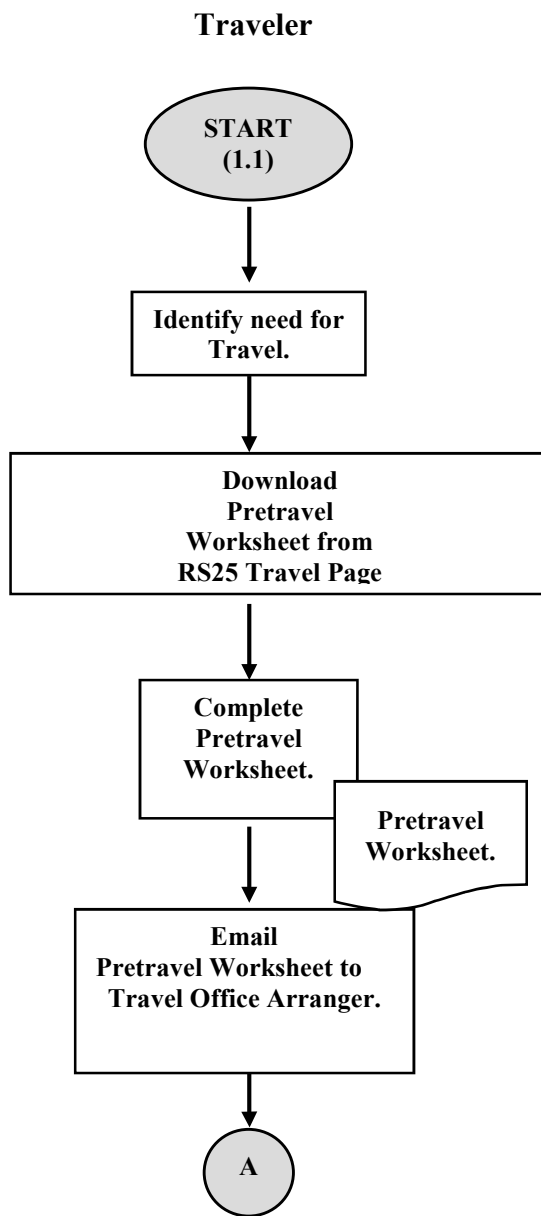
#### Process Overview





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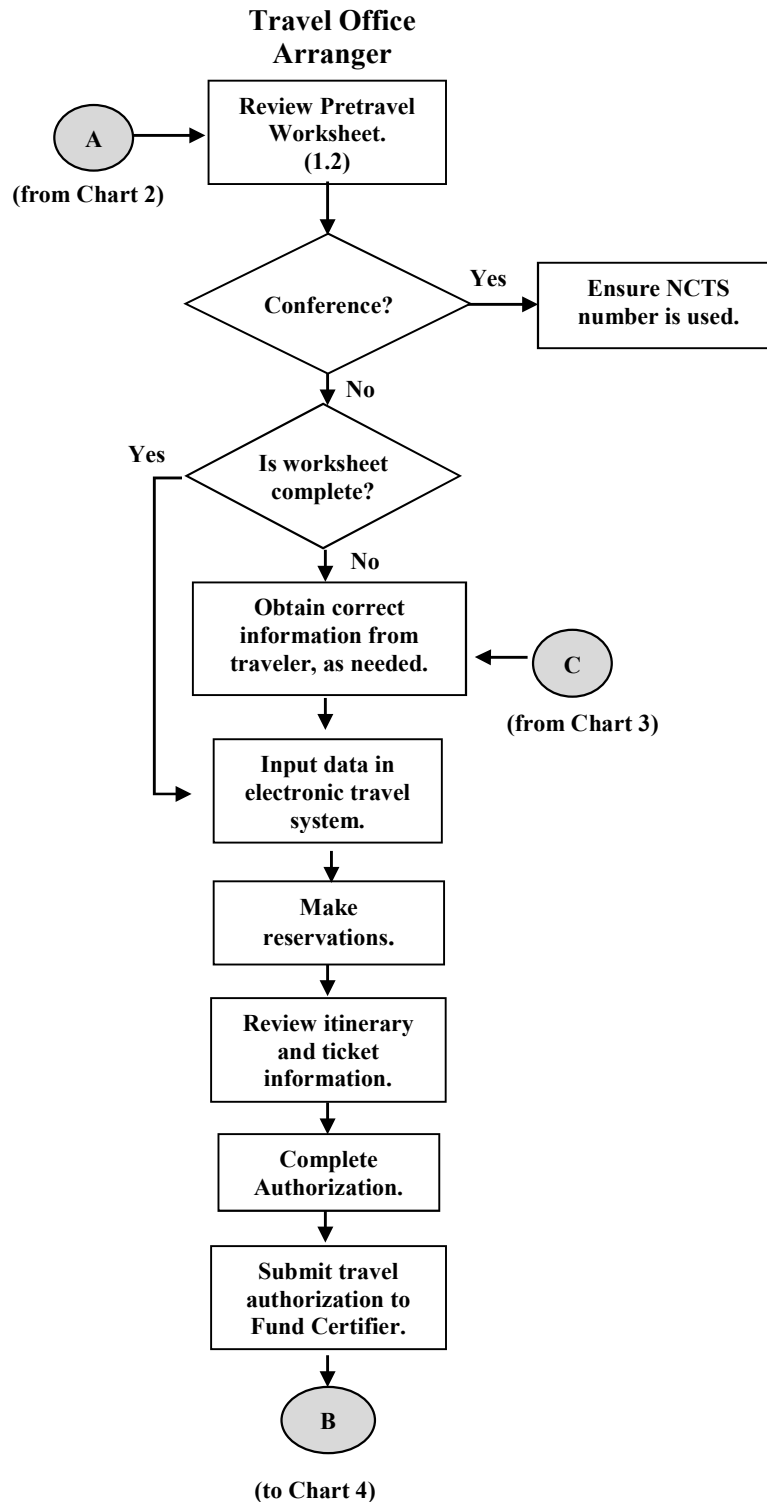
## Chart 2 Travel Authorization Process



(to Chart 3)

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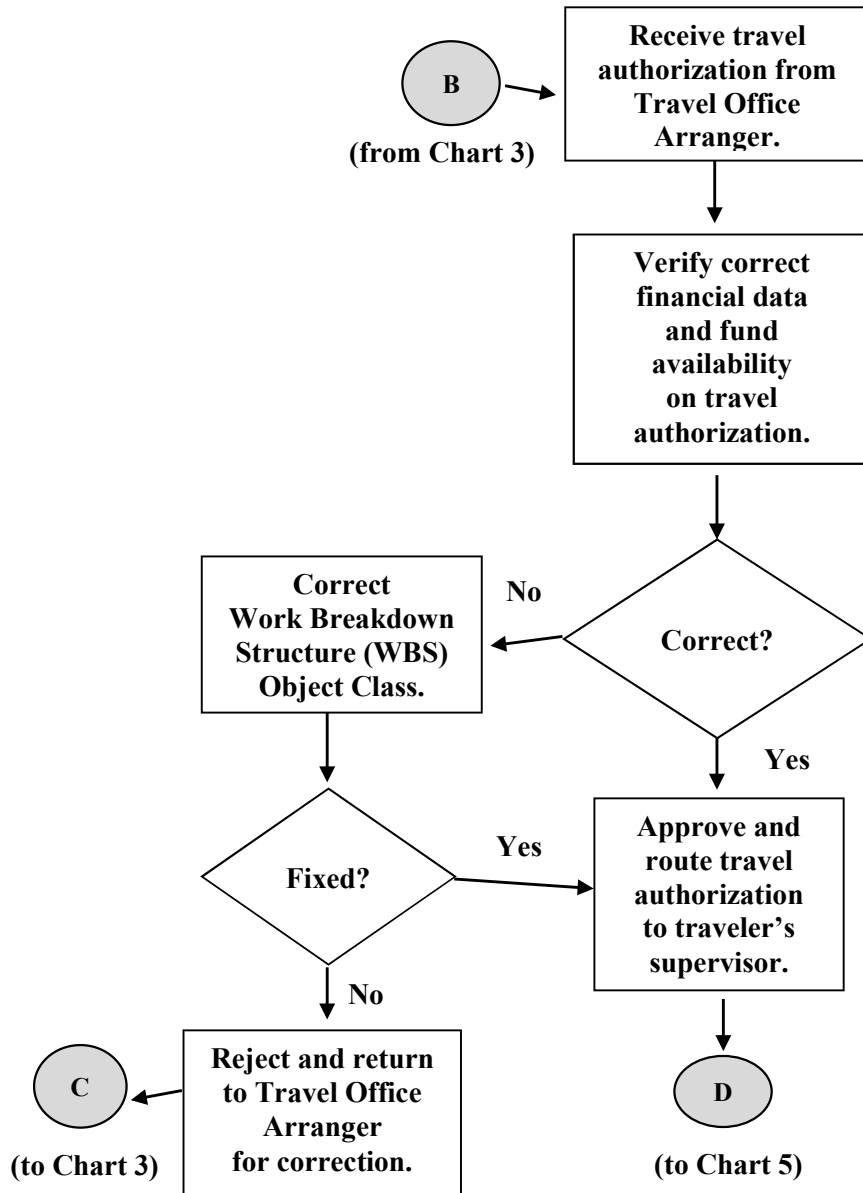
### Chart 3 Travel Authorization Process



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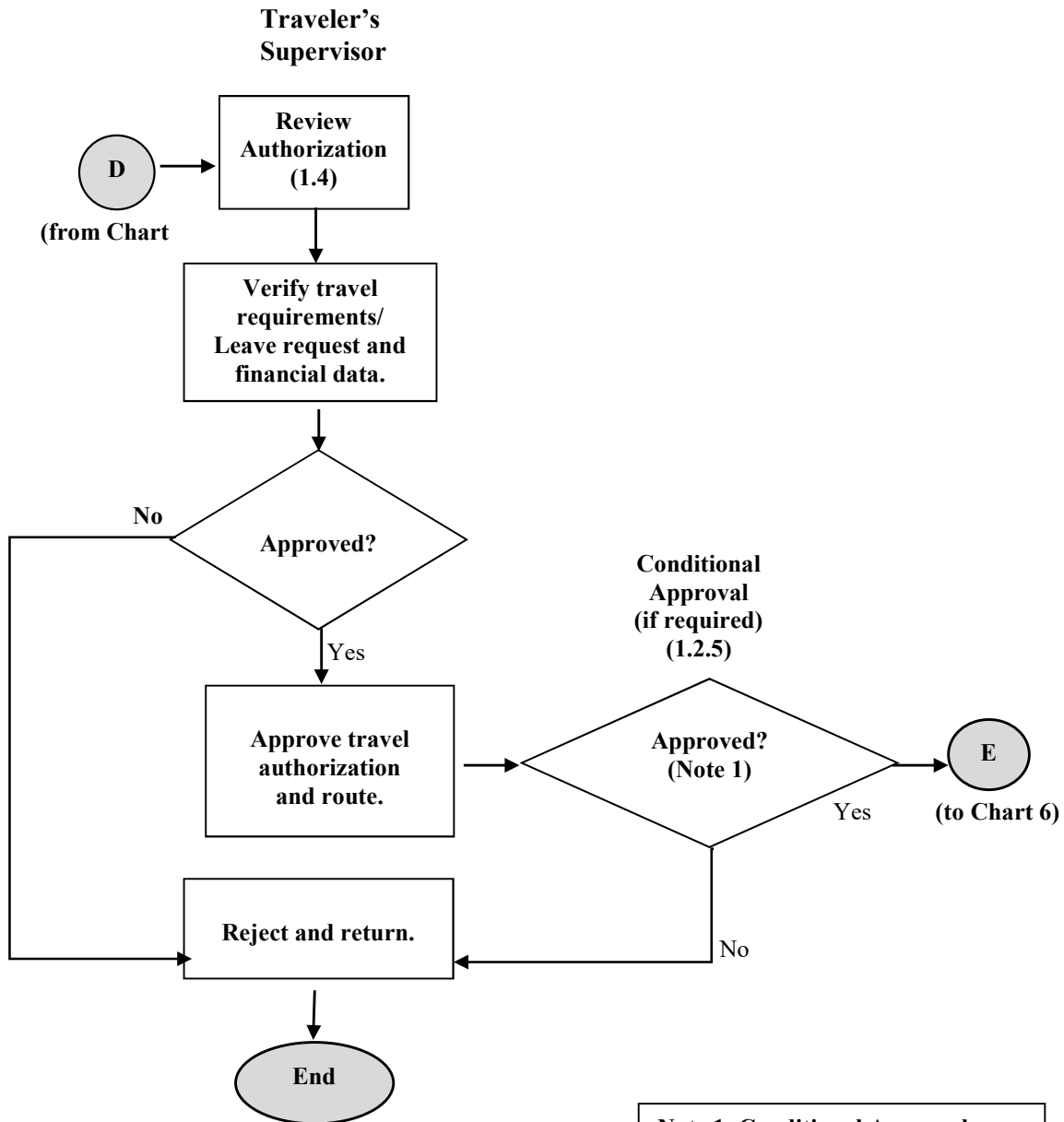
## Chart 4 Travel Authorization Process

### Funds Certifier



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**Chart 5**  
**Travel Authorization Process**

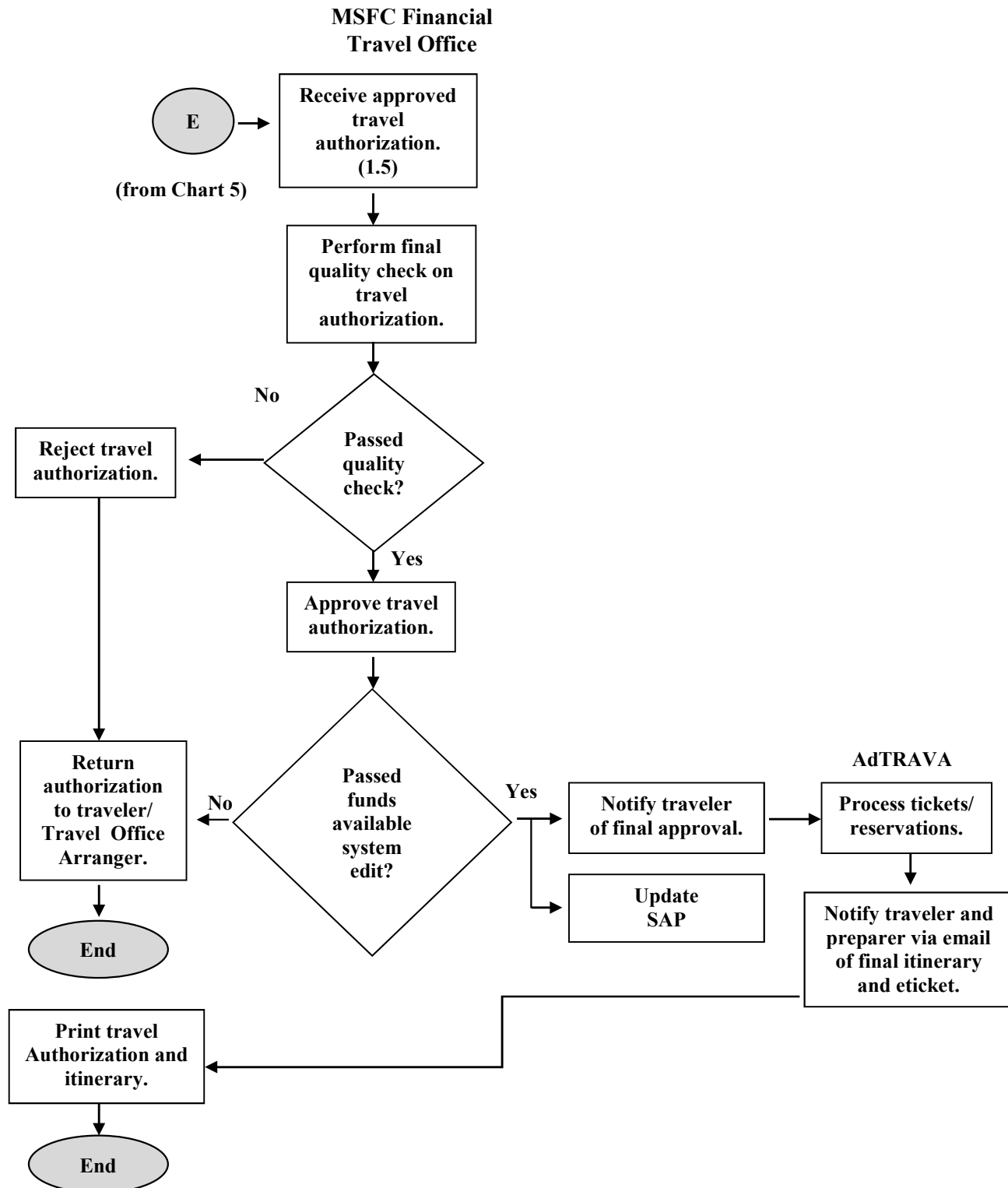


**Note 1: Conditional Approvals:**

- Actual expenses.
- Noncontract airfare.
- Business/first class airfare.
- Foreign travel.
- Sponsored travel.

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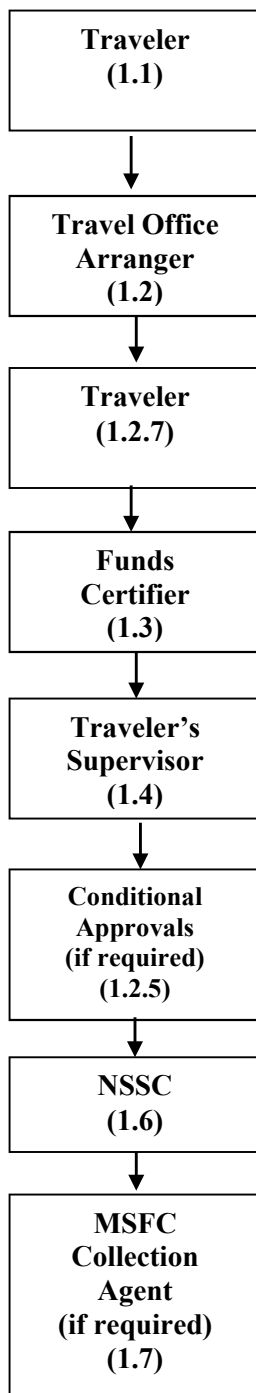
**Chart 6  
Travel Authorization Process**



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## Chart 7 Travel Voucher Process

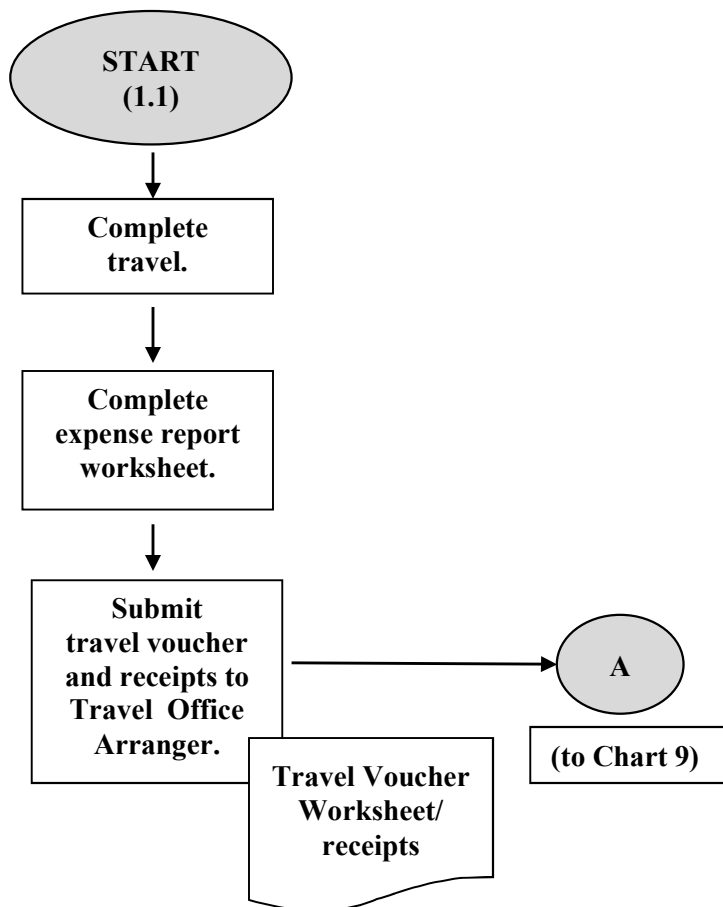
### Process Overview



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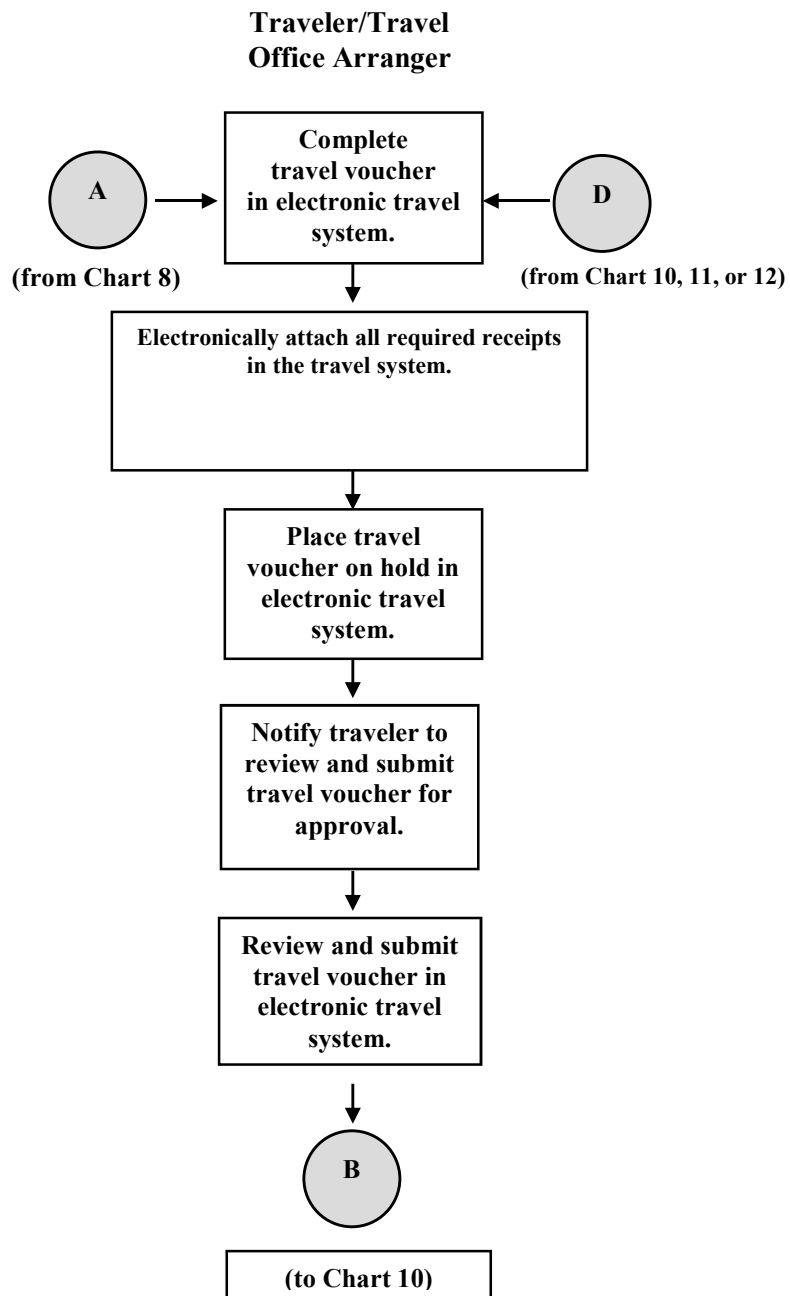
## Chart 8 Travel Voucher Process

Traveler



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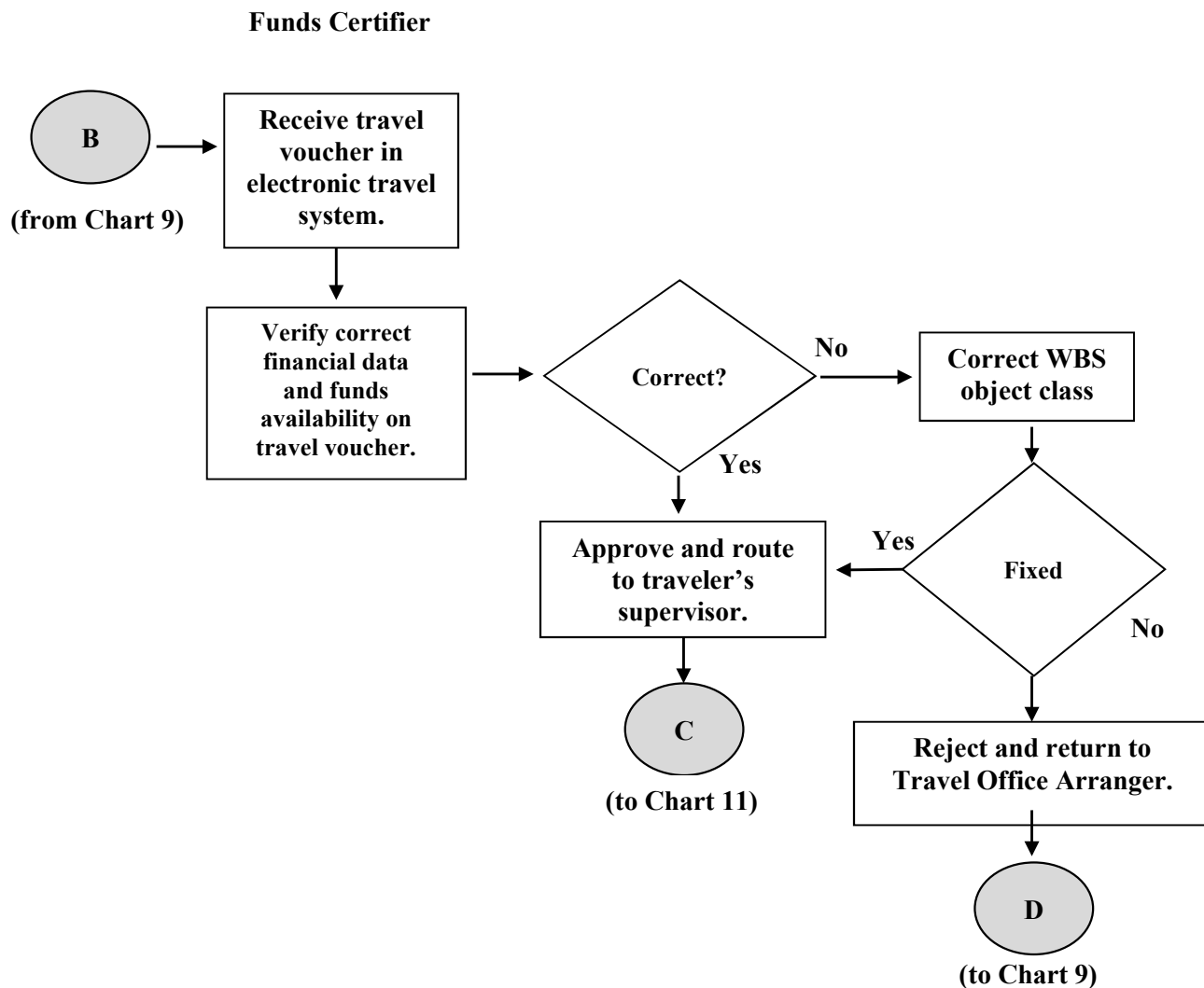
## Chart 9 Travel Voucher Process





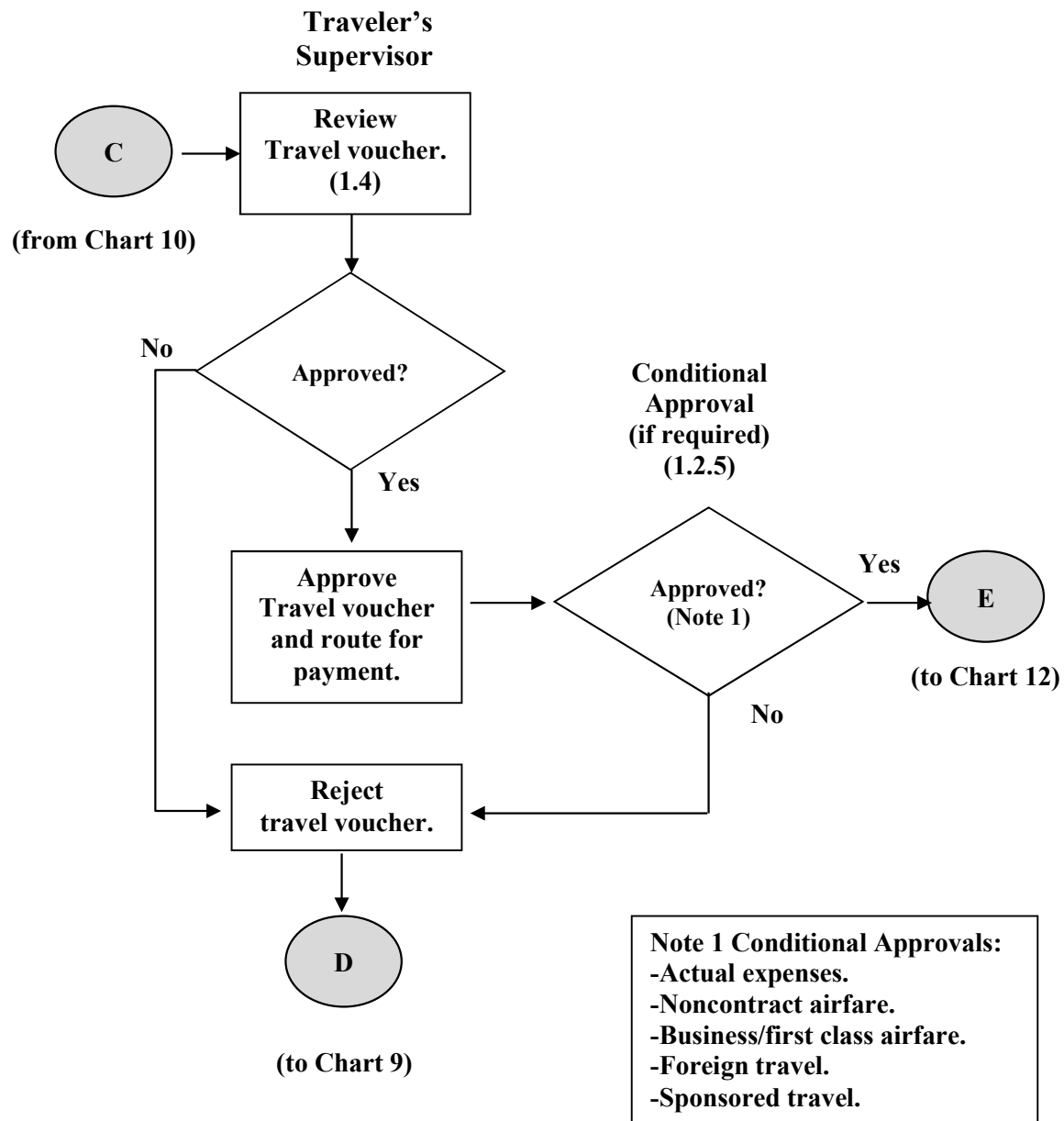
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**Chart 10  
Travel Voucher Process**



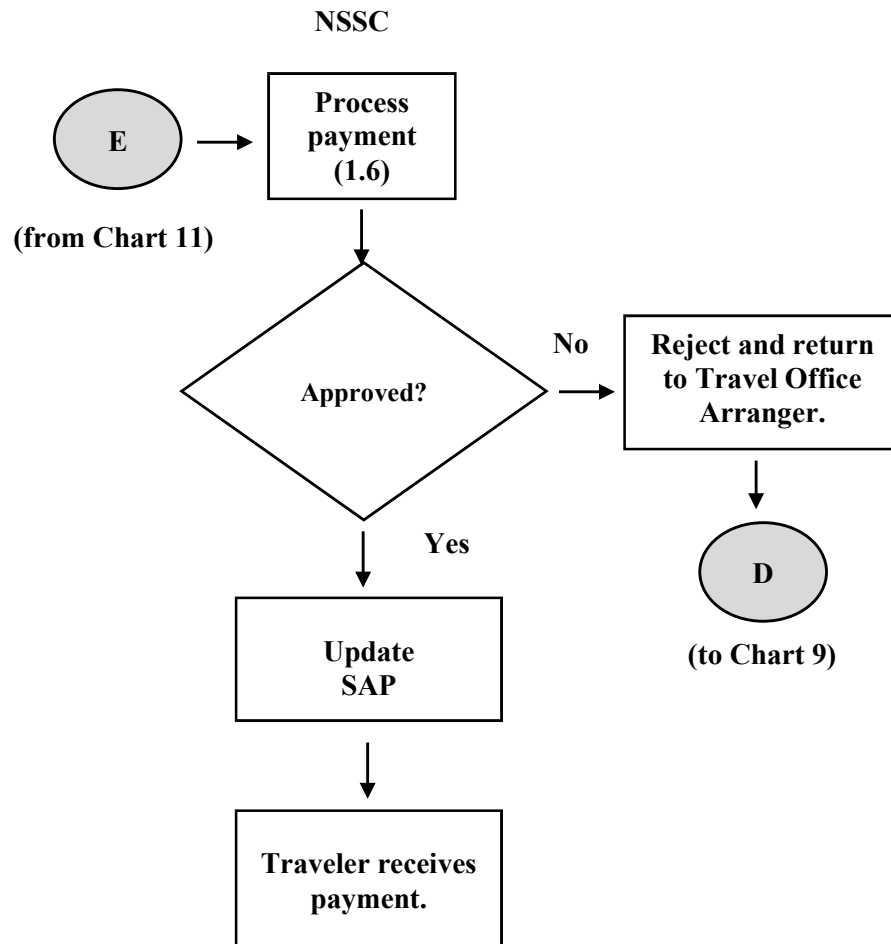
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**Chart 11  
Travel Voucher Process**



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## Chart 12 Travel Voucher Process



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## Appendix F References

F.1 41 CFR Federal Travel Regulation, Chapter 300-General, Subchapter A, Introduction, Part 300-3, Glossary of Terms, <http://www.gsa.gov/fttr>.

F.2 41 CFR Federal Travel Regulation, Chapter 301-Temporary Duty (TDY) Travel Allowances, Subchapter B Allowable Travel Expenses, Part 301-11, Per Diem Expenses, Subpart A, General Rules, 11.25, <http://www.gsa.gov/fttr>.

F.3 Center Director's letter, Delegation of Authority for Travel Approvals, dated June 15, 2020.